

# **National Sport Trust Fund - Newfoundland & Labrador Chapter**

## **Fundraising and Application Procedures**

### **Application**

- Fundraising project applications, originating at the local club level, must be forwarded to their respective Provincial Sport Organization (PSO), which will verify the bona fide nature of the club, review the fundraising goals and the proposed use of proceeds.
- PSO forwards endorsed applications to the Provincial Fund Manager, Newfoundland and Labrador Amateur Sport Fund (NLASF).
- The Provincial Fund Manager will review applications monthly and will verify, on behalf of the National Sport Trust Fund, the bona fide nature of the venture and the proposed usage of the proceeds. Projects over an established limit require approval from an Adjudication Committee. Approved applications will be assigned a project number.
- The Provincial Fund Manager will provide written notification back to the applicant as to the status of their application.

### **Fundraising**

- Solicitation of funds must not occur until approval of the project has been received in writing.
- The donor must submit the Donor Contribution Declaration Form, along with funds payable to the National Sport Trust Fund. In the case of donated goods, the Fund Manager must verify a fair market value to all contributions.

### **Grant request**

- The applicant submits a Grant Request Form in order to apply for funding. A Project Report must accompany the Grant Request.
- Sport Newfoundland and Labrador retains 7% (minimum of \$5 / maximum of \$500) of all funds raised to help cover administrative expenses.

### **Database Management and Issuance of Tax Receipts**

- On behalf of the NLASF, the Provincial Chapter will enter the donor's information into the database.
- A tax receipt will be issued and mailed to the donor (minimum \$20.00 donation). Donations of services are not tax-deductible.
- Donations, which return benefits back to the donor, are not tax-deductible.

### **General Books and Accounts**

The accounting records relating to the fundraising project must be properly maintained and filed by the applicant for a period of six (6) years and must be made available for review, inspection and audit by the Provincial Fund Manager on behalf of the NLASF or by Canadian Customs & Revenue Agency. The following records and documents must be kept.

- Approved fundraising project application.
- Copy of NLASF cheques to applicant for fund release.
- Project Reports.
- Bank statements showing deposits and disbursements relating to the fundraising project.
- General books and accounts containing transactions relating to the fundraising project.
- Financial statements for the fundraising project.